



# CITY OF HOUSTON

## Job Posting

<i>Applications accepted from:</i>	All Persons Interested
<i>Job Classification</i>	Procurement Specialist
<i>Posting Number</i>	PN# 106251
<i>Department</i>	Fire Department
<i>Division</i>	Finance & Administration
<i>Section</i>	Procurement
<i>Reporting Location</i>	1205 Dart
<i>Workdays &amp; Hours</i>	M – F, 8 a.m. – 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Develop new service/supply contracts and renew existing contracts in a timely manner, while maintaining accuracy and compliance with City and department policies and procedures. Review bids and proposed contracts for content and conformance to specifications. Evaluate suppliers for their ability to provide products and services that meet or exceed the department’s overall requirements and specifications. Provide data and reports to document their performance. Conduct investigations and research to resolve any specification issue, supplier issue, bid protest, inquiries, and/or complaints that may arise in the process of developing or administering a contract or purchase order. Provide excellent customer service by keeping all parties informed about the status of their requests, using professional, courteous communications with the various departments and end users on a daily basis. Write specifications for contracts and major purchases. Review specifications for accuracy and completeness.

**WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Materials Management, Purchasing, or closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Five years of progressively responsible professional experience in purchasing technical materials, equipment and/or services or performing cost benefit and/or specification analyses are required. Professional purchasing experience may be substituted for the above education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Must have a valid Texas drivers license and comply with the City’s policy on driving (AP2-2).

**PREFERENCES**

Preference will be given to applicants with excellent verbal and written communication skills, ability to be a team player, computer software knowledge including Microsoft Office, and ability to coordinate multiple tasks.

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 24</u>	
\$1419.00 - \$1961.00 Biweekly	\$36,894.00 - \$50,986.00 Annually

**OPENING DATE** August 10, 2005

**CLOSING DATE** Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer